



JULY 2009
FLSA: NON-EXEMPT

CERTIFIED ATHLETIC TRAINER

DEFINITION

Under general direction, plans, coordinates, and implements programs for the care, treatment, rehabilitation, and prevention of physical injuries; participates in the athletic programs and physical performance activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Athletic Director. Exercises no supervision of staff. May provide technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This classification is responsible for administering preventative care to athletes to ensure the reduction of injuries, as well as, for providing rehabilitative treatment for sports-related injuries. The incumbent may administer first aid to athletes during practice sessions and sporting events and advises and counsels students regarding injuries and rehabilitation. This class is distinguished from the Athletic Director in that the latter oversees the entire department, programming, and administration of the District's college sports.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Evaluates all initial athletic injuries and recommends, responds to, and performs appropriate medical care to student athletes; communicates diagnoses, medical treatment, and rehabilitation information to student athletes and their parents.
- Renders first aid, immediate injury evaluation, initiates Cardiopulmonary Resuscitation (CPR), and activates Emergency Medical Services (EMS) when necessary at practices, hosted events, and required off-campus events.
- Provides athletic injury documentation, injury surveillance, follow-up treatment, and rehabilitation under a physician's direction.
- Recommends and implements appropriate preventative measures to avoid athletic injuries, illnesses, and conditions.
- Performs and applies preventative taping, wrapping, bracing, and padding of injured areas to the student athlete.
- Arranges for transportation, loading, and set-up of medical equipment to event sites.
- Provides the scheduling of and performs second-year follow-up physical examinations for returning athletes.
- Provides reports to coaches and other school personnel on injuries and status of student athletes under treatment.

- Certifies medical eligibility of student athletes to return to the athletic program.
- Serves as a liaison between physicians, coaches, athletes, and parents regarding athletic injuries and medical insurance claims.
- Assists with the budgeting, ordering, and inventorying of athletic training equipment and supplies.
- Arranges for physician and/or ambulance coverage at games when required.
- Under a physician's direction, operates ultrasound, electrical muscle stimulation, and other therapeutic modalities approved by the administration.
- Maintains all forms, reports, and medical records related to athletic injuries, rehabilitation, and clearance.
- Provides reports to coaches and other school personnel as required.
- Counsels and advises athletes on health related issues, including nutrition, substance abuse, and stress management.
- Assists Head Coaches in off-season in the conditioning, rehabilitation, and maintenance of physical fitness.
- Coordinates with Athletic Training Education Program coordinators regarding scheduling, education, supervision, and evaluation of their students.
- Generates, maintains, and provides documents to medical insurance companies as required to handle insurance claims.
- Maintains working areas clean and in sanitary condition; wipes down treatment tables, taping tables, and counters, sweeps the floors, cleans whirlpool, water bottles, ice chests, and water coolers.
- May supervise student aides and interns from the athletic training education program(s) and other student volunteers.
- Attends seminars, conferences, and other meetings in order to maintain status and certification and to keep up-to-date on legislation affecting the job area.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Measures related to the prevention and minimization of athletic injuries.
- Early recognition, evaluation, and care of athletic injuries, including accurate assessment of the types and severity of injuries.
- Modern foundations, principles, techniques, and practices of athletic and sports trauma, evaluation, prevention, treatment, and rehabilitation.
- Biology, anatomy, physiology, exercise physiology, and biomechanics.
- Equipment used in the prevention, evaluation, and therapeutic and rehabilitative care of athletic injuries and illnesses.
- Athletic equipment used in training and competitive sports.
- Principles and practices of taping and bracing for prevention of injury.
- Rehabilitation and reconditioning of athletic injuries to minimize the risk of re-injury.
- Injury referral methods to appropriate medical professionals.
- Healthcare administration including medical record keeping, documentation, and reporting of injuries, writing of policies and procedures, and budgeting.
- Health conditions and illnesses related to athletic participation and sports.
- Basic first aid and Cardiopulmonary Resuscitation (CPR).
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Apply the principles of taping and bracing for prevention of injuries.
- Plan, coordinate, and implement a comprehensive athletic training/sports medicine program.
- Evaluate and assess the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs and modify these programs to meet individual needs.
- Effectively operate and supervise the use of a variety of exercise and conditioning equipment such as free weights, nautilus and universal machines, ergometers, and treadmills.
- Effectively administer therapeutics and first aid to injured student athletes.
- Act decisively and prudently in emergency and life threatening situations.
- Establish, maintain, and organize medical insurance, treatment, and injury records and reports.
- Perform basic first aid and Cardiopulmonary Resuscitation (CPR).
- Train and supervise student interns and student assistants.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a four-year degree from an accredited athletic training education program, and five (5) years of experience working in an athletic training environment. A Master's Degree in Kinesiology, physical education, health, or a related field is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, and ability to maintain, a valid National Athletic Trainers Association Board of Certification.
- Possession of, and ability to maintain, a Cardiopulmonary Resuscitation (CPR) Certification.
- Possession of, and ability to maintain, an Automated External Defibrillator (AED) Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and athletic facility setting and use standard office and athletic equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to promptly arrive at trauma scene and arrange medical equipment and supplies in timely manner. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as set up and manipulate modalities, tape, and apply splints. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in athletic activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 15 pounds, and occasionally up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in typical office as well as outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.